

**ENGINEERING AND RELATED SERVICES
AUGUST 6, 2010**

STATE PROJECT NO. 736-99-1692

F.A.P. NO. SPR-0010(034)

**UPDATE OF THE STATEWIDE INTERMODAL TRANSPORTATION PLAN
AND STATEWIDE TRAVEL DEMAND FORECASTING MODEL
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Mr. Dan Broussard

All inquiries concerning this advertisement should be sent in writing to Debbie. Guest@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will update the State of Louisiana's Statewide Transportation Plan, as required by federal laws and transportation planning rules. The work will consist of many detailed and complex tasks, covering all transportation modes, and includes extensive public, elected officials, state administrative, and stakeholder involvement.

SCOPE OF SERVICES

The current Louisiana Statewide Transportation Plan was developed over a three-year period from 2000 through 2003. It was adopted as the official statewide transportation plan for Louisiana on March 28, 2003. During the development of this plan a statewide travel demand forecasting model was built, and this model was used to examine various combinations of proposed projects which eventually resulted in a final plan. The plan is based on several proposed funding scenarios. The current Louisiana Statewide Transportation Plan is available at the following web site address: <http://www.dotd.la.gov/study/home.aspx>

As a result of significant changes in the state's population demographics and transportation systems, including funding outlooks – and as required by federal transportation planning rules – it is appropriate to update the statewide transportation plan.

The development, review, and adoption of the new Louisiana Statewide Transportation Plan must meet all federal rules as described in the U. S. Code of Federal Regulations, Title 23: Highways, Part 450 – Planning Assistance and Standards, Subpart B – Statewide Transportation Planning and Programming.

The following is a summary description of the major tasks required of the selected Consultant team; a complete, detailed Scope of Services will be negotiated with the Consultant and become part of the final contract with the DOTD. Note that many of the tasks can be performed concurrently.

Task 1.0 Conduct a review of the current Louisiana Statewide Transportation Plan, December, 2003, the Louisiana Statewide Transportation and Infrastructure Plan – Review and Status Report, March, 2008, all relevant Metropolitan Planning Organization (MPO) products for portions of the state transportation systems within the MPO areas, and the LA Strategic Highway Safety Plan. The 2008 Plan status report and review contains updates of various 2003 Plan recommendations, and program and project cost estimates. It also contains **proposed** new projects, programs, and policies to be considered for inclusion in this new Plan Update.

Task 2.0 Coordinate with the DOTD Administration, state administration officials, elected officials, other state comprehensive planning offices, and other affected public agencies to develop a broad Vision for the LA Statewide Transportation Plan, including specific goals and objectives. Assist the DOTD with the development of Performance Measures, used to determine success in implementation of the Louisiana Statewide Transportation Plan.

Task 3.0 Analyze the historic, current, and forecasted socioeconomic characteristics of the state of LA. Using this new data, and other relevant data, update the existing LA Statewide Travel Demand Forecasting Model.

- 2.1 update highway networks
- 2.2 update Traffic Analysis Zones (TAZ) demographic data
- 2.3 forecast TAZ data to new horizon years
- 2.4 revise truck origin-destination forecasts by commodity type and account for empty trucks
- 2.5 recalibrate and revalidate new model with latest available DOTD ADT data

Task 4.0 Analyze the existing state transportation system conditions, by mode. Forecast both passenger and freight movements, by mode for the necessary horizon year(s).

- 4.1 Highway system
- 4.2 Trucking
- 4.3 Aviation
- 4.4 Freight Rail
- 4.5 Ports & Waterways

4.6 Surface Passenger (including Transit and Bicycle/Pedestrian)

Task 5.0 Perform a full transportation systems needs assessment, for all modes. For Highways and Bridges, the Consultant will use the DOTD provided management systems data and analysis. The Consultant will also use the updated statewide travel demand forecasting model for highway system analysis.

Task 6.0 Conduct a project and program prioritization analysis, and through coordination with the DOTD staff, prepare recommendations for inclusion of specific projects and elements in the new Plan.

Task 7.0 Conduct a financial analysis of transportation infrastructure in the state of Louisiana, including historic and current sources of funding. Prepare revenue forecasts for all modes. Research and provide condensed reports on transportation improvement funding mechanisms used successfully in the U.S., especially with respect to so called innovative financing techniques.

In consultation with the DOTD staff and stakeholders, develop baseline and alternative future funding scenarios that will implement the various prioritized improvements to the state's transportation systems.

Task 8.0 Formulate an initial draft plan, based on the needs analysis, determined funding scenarios, prioritization of projects and programs, and developed through the public involvement process established by the DOTD for the Statewide Transportation Plan, described in Task 9.0.

Task 9.0 Public Involvement. Through continuous coordination with the DOTD, the Consultant team will seek out input from a wide range of interested parties **throughout the development of the draft and final plan** – including the general public, elected officials, representatives from the various transportation modes, DOTD staff, and other public agencies. The public involvement activities will engage people in all geographic areas of the state, urban and rural, and include, but are not necessarily limited to:

9.1 Advisory Councils. DOTD has established eight (8) Transportation System Advisory Councils to provide stakeholder input for the various transportation modes: Aviation, DOTD Staff, Freight Rail, Intermodal, Ports and Waterways, Regional Planning Officials, Surface Passenger, and Trucking. As part of this task, the Consultant will plan, schedule, conduct, document and synthesize results of Advisory Council meetings. The estimated number and timing of meetings will be determined during contract negotiations.

9.2 Poll(s). The Consultant will conduct a formal, scientific poll of the general public regarding the Statewide Transportation Plan. The timing of the poll, method of polling, geographic reach, and exact wording of questions will be negotiated with the DOTD.

9.3 Questionnaire(s). The Consultant team will develop a questionnaire for all members of the legislature regarding the new State Plan, with emphasis on funding for transportation.

9.4 Interviews. The Consultant team will interview key legislators and other elected officials, state or local government officials, and other stakeholders – as determined by the DOTD.

9.5 Web site. The Consultant will develop a LA Statewide Transportation Update web site, with a user friendly comment delivery system.

9.6 Indian Tribe consultation. The Consultant will include a separate task to notify and request input from identified tribes in Louisiana.

9.7 DOTD Public Hearings. The Consultant will prepare materials for a State Plan Update status report, to be presented at the yearly Legislative Public Hearings conducted for the annual Highway Program, as required by state law. The DOTD will use the annual hearings to update the public, elected officials, and state legislators on the development and status of the LA Statewide Transportation Plan Update.

9.8 Advocate Presentation Meetings. The Consultant will assist DOTD with conducting meetings for the various groups, commissions, task forces, government entities, etc. who wish to make presentations to the DOTD about specific projects or programs that they are advocating and want included in the new State Plan. It is anticipated that these presentations by the advocates will be delivered to the Regional Planning Officials Advisory Council. The Consultant will attend these meetings and prepare a synopsis of each, which will include any documentation materials provided by the presenters.

9.9 LA Statewide Transportation Plan Conference. The Consultant will assist the DOTD with the planning, organizing, conducting, and documenting of one (1) Plan conference – to present the Draft Louisiana Statewide Transportation Plan. The estimated content, length, and location of the conference will be negotiated with the Consultant team.

Task 10 Produce a final draft plan. This final draft plan document, produced after the public involvement activities described in Task 9, will be distributed for comment in compliance with the DOTD Public Involvement Procedures for the LA Statewide Transportation Plan.

Task 11 Produce the final Louisiana Statewide Transportation Plan documents, which may include a separate Executive Summary and Brochure. The number of hard copies will be determined during contract negotiations. The final Plan document(s) will also be provided in electronic format suitable for presentation on the LA DOTD web site.

Task 12 In addition to the LA Statewide Transportation Plan, the Consultant will update the Louisiana Statewide Aviation System Plan and the Louisiana Statewide Rail System Plan in accordance with federal requirements.

The summary work activities for the Aviation System Plan include:

- a. Criteria and Benchmarks
- b. Inventory
- c. Trends

- d. Aviation Forecast
- e. Demand Analysis
- f. System Adequacy Analysis
- g. Options Analysis
- h. Economic Impact Analysis
- i. Final Plan development

The summary work activities for the Rail System Plan include:

- a. Review of current Plans and Studies
- b. Stakeholder outreach
- c. Data Collection
- d. Public Rail Planning in LA
- e. Rail Traffic Flows
- f. Profile and Evaluate LA Freight Rail System
- g. Profile and Evaluate LA Passenger Rail System
- h. Framework for Rail Investment Evaluation
- i. Funding evaluation
- j. Develop recommended Rail Plan

Separate documents will be required for each plan, but the results will be fully coordinated with and incorporated into the overall LA Statewide Transportation Plan.

Task 13 Economic Analysis. The Consultant team will perform an analysis of the estimated economic impact on the entire state of LA from the implementation of the new LA Statewide Transportation Plan. The Consultant will be required to use the Regional Economic Model Inc. (REMI) software package for this work, to determine the estimated effects of the new Plan on such economic parameters as population, employment, income, etc. The analysis will be performed on the final, adopted Plan.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

- 1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
- 2. DOTD Location and Survey Manual
- 3. DOTD Roadway Design Procedures and Details
- 4. DOTD Hydraulics Manual
- 5. DOTD Standard Specifications for Roads and Bridges
- 6. Manual of Uniform Traffic Control Devices
- 7. DOTD Traffic Signal Design Manual
- 8. National Environmental Policy Act (NEPA)
- 9. National Electric Safety Code
- 10. National Electric Code (NFPA 70)
- 11. DOTD Environmental Impact Procedures (Vols. I-III)
- 12. Policy on Geometric Design of Highways and Streets

13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a negotiated fixed fee, with a maximum compensation limitation.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

Within 30 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 60 calendar days following the notification of selection. All negotiations must be completed within 90 calendar days following the notification of selection.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **2 years**. The delivery schedule for all project deliverables shall be established by the Project Manager.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables as instructed by the Project Manager. The Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime Consultant must be professionally competent in the field of Statewide Transportation Plan development in compliance with all Federal Transportation Planning laws and rules.
2. At least one Principal or responsible member of the Prime Consultant shall have a minimum of five years experience in statewide, multi-modal transportation plan development, and corresponding support staff.
3. The Prime Consultant must employ on a full time basis, or through the use of Sub-Consultant(s):
 - a. A Professional Civil Engineer, registered in the state of Louisiana with a minimum of five years experience in highway traffic engineering, or highway design engineering, with a corresponding support staff.
 - b. A Professional Civil Engineer, registered in the state of Louisiana or Travel Demand Forecasting Modeler, with a minimum of five years experience using the TransCAD® software package.
 - c. An individual with a minimum of five years experience conducting scientific polling of general populations, with corresponding support staff.
 - d. An individual with a minimum of five years experience performing economic analyses of proposed state government plans, using the Regional Economic Model Inc.® (REMI) software.
 - e. An individual with a minimum of five years experience in public involvement related to development and adoption of statewide public agency transportation plans.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

EVALUATION CRITERIA

The criteria to be used by DOTD in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;

2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4; *
7. Consultant's Interview/Presentation.

* Location will be based from the DOTD Headquarters project site.

**The Planning and Feasibility Studies (PL) performance rating will be used for this project.

The complexity level for this project is **complex**.

TIER I Evaluation: Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

TIER II Evaluation: Consultants/Teams on the TIER I short-list of the three (if three are qualified) highest rated Consultant/Teams will be required to attend anrd Interview/Presentation (Item 7) scheduled for a later date in the DOTD Headquarters 3rd floor classroom. During the presentations each Consultant/Team will be given 30 minutes for the Presentation/Interviews and an additional 20 minutes to answer any questions. The schedule of Presentation/Interviews will be announced at the time of the announcement of the alphabetical TIER I short-list.

Items to be considered during the interview are:

- **Proposed Work Plan** - the Consultant/Team will present their concept of the project and their approach to address the tasks included in the Scope of Services in this advertisement.
- **Staffing Plan** - the Consultant/Team will provide a listing of all major personnel assigned to the various work elements, including a description of relevant experience and training.
- **Capacity and Experience** - the Consultant/Team will demonstrate their capability and experience to complete the required work within the allowable time.
- Describe Consultant/Team approach to overall project management, including quality assurance and accountability.

The Tier II evaluation will be based on an adjectival rating process. Each member of the evaluation team will individually rate each evaluation criterion and assign intensity ratings as defined in the Table below. Plus (+) and Minus (-) signs can also be used to further separate firms within a rating class.

Intensity/Rating Adjective/Description

E	Excellent – Exceeds requirements and demonstrates exceptional understanding of the goals and objectives of the project. Significant strengths with no weaknesses.
G	Good – Exceeds requirements and demonstrates understanding of the goals and objectives of the project. Strengths outbalance any weaknesses that exist.
A	Acceptable – Proposal meets the requirements and demonstrates an understanding of the goals and objectives of the project. There are measurable strengths or weaknesses.
W	Weak – Weaknesses outbalance the strengths.
U	Unacceptable – Does not meet the requirements or demonstrate an understanding of the goals and objectives of the project.

Once each team member completes evaluations for all factors, the process moves to group consensus. In consensus, members of the evaluation team seek a mutually agreeable outcome that all members can support. All members will meet as a group, under the direction of the chairperson to arrive at a consensus evaluation for each presentation.

The Consultant's Interviews/Presentations (Item 7) will be used to develop the ranked TIER II short-list. The TIER I ranking may be a part of the ranking for the TIER II short-list. A ranked TIER II short-list of the three (if three are qualified) highest rated Consultant/Teams will be submitted to the Secretary of the DOTD. The Secretary will make the final selection. DOTD's Project Evaluation Team will be responsible for performing the above described evaluation and preparation of the TIER I and TIER II short-lists.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie L. Guest – Ex officio
2. Dan Broussard – Project Manager
3. Eric Kalivoda
4. Mike Schiro
5. Robin Romeo

6. John Fu

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **736-99-1692**, and will be submitted **prior to 3:00 p.m. CST on Monday, August 23, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.